



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Wyoming State Office

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IN REPLY REFER TO:

1510 (951) P

December 3, 2008

EMS TRANSMISSION: December 4, 2008
Instruction Memorandum No. WY-2009-010
Expires: 9/30/2010

To: All Employees

From: State Director

Subject: Fiscal Year 2009 Deadlines for Submission of WY Purchase Requisitions

Program Area: Acquisition and Engineering.

Purpose: This IM establishes a FY 2009 deadline for submission of Wyoming purchase requests/complete packages. These deadlines will ensure that State Office and District/Field Procurement Staff have the necessary time required to provide quality and timely service to customers.

This IM also establishes the deadlines for submitting construction projects that require engineering review. Per Instruction Memorandum WY-2008-010, all construction and service projects over the \$25,000 threshold must be reviewed by the State Engineer. It is policy that draft packages be submitted to the State Engineer at least three weeks prior to the deadline dates shown below. The State Office or Field Office Engineers will provide the review and comments to the requisitioner within 10 working days from the time the project is received for review.

Policy/Action: Type of Acquisition:	Deadline	ALT *
Inter-and-Intra Government Orders	6/15/09	4-8 weeks
New Assistance Agreements	6/15/09	8 weeks
Task Orders to existing agreements	6/15/09	4 weeks
Contracts between \$25,000 and \$100,000	6/15/09	8 weeks
Orders against an existing contract-technical & price	6/15/09	6 weeks
8(a) Contract	6/15/09	6 weeks
Purchase Orders between \$2,500 and \$25,000 (Construction and Service)	6/15/09	6 weeks
Purchase Orders between \$2,500 and \$25,000 (Supplies)	7/15/09	4 weeks

* **ALT** = Acquisition Lead Time - The estimated time required to process the acquisition from receipt of a complete acquisition package, including a purchase requisition, statement of work and all required approvals. The acquisition lead times are under optimum conditions, assuming no clarification and/or revision of the procurement request is necessary. Additional lead time may be required if this is not the case.

Time Frame: Effective immediately. AFM, Support Center Managers are requested to provide a copy of this IM to all District and Field Procurement and Budget Staff personnel.

Coordination: This IM was coordinated between the State Procurement Analyst and the Business Manager, WY-951.

Contact: Please direct questions to Susan Nagel, Procurement Analyst, at (307) 775-6056.

Signed by:
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